

## Frequently Asked Questions

<b>Q.1</b>	<b>What would be Place of Posting?</b>
<b>Ans.</b>	Posting/ Assignment for advertised position can be in any SBUs/Division/Department of the Corporation at any place in the country/otherwise and the services thereafter will be transferable as per the requirement of the Corporation. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India.
<b>Q.2</b>	<b>I wish to apply for the position of 'Experienced Refinery Professionals'/ Dy. Manager Medical Services. Is there any application fee for this position?</b>
<b>Ans.</b>	There is no application fee for 'Experienced Refinery Professionals'/ Dy. Manager Medical Services position. For other positions, kindly refer the detailed advertisement.
<b>Q.3</b>	<b>I am not able to find link for the online application on your website.</b>
<b>Ans.</b>	Open the PDF file that has the list of positions. Click on the position that you wish to apply for. That will open another PDF file which contains details for the specific position. Please go through the same and satisfy yourself that you meet the requirements specified. The link for online application is available on the last line of the last page of the detailed advertisement.
<b>Q.4</b>	<b>I have completed my B.E. / B.Tech Engineering degree after diploma in engineering. How should I calculate my aggregate marks?</b>
<b>Ans.</b>	You should have minimum 60% marks (For SC, ST & PWD - minimum 50%) in aggregate of all semesters, in qualifying graduate (B.E. / B. Tech.) Degree.
<b>Q.5</b>	<b>My work experience is falling short by few days. Can I apply?</b>
	Though the last date of online application is 15 <sup>th</sup> September 2015, the relevant work experience stipulated for the posts and age would be reckoned as of 31 <sup>st</sup> August 2015.
<b>Q.6</b>	<b>I am working with Central / State Govt. / PSU, Do I need to apply through proper channel, If yes Where do I send the hard copy of my online application form?</b>
<b>Ans.</b>	Producing NOC at the time of interview is mandatory for candidates working with Central / state Govt. / PSU. If applying through proper channel is pre-requisite for acquiring NOC at the time of Interview by current employer of the candidate, they may send the physical copy of their online application form to, <b>DGM – Talent Sourcing &amp; Manpower Planning, HPCL, Petroleum House, 17, Jamshedji Tata Road, Churchgate, Mumbai 400020.</b>
<b>Q.7</b>	<b>Where do I contact for my queries?</b>
<b>Ans.</b>	For all the queries not answered above you may write to us on <b>corpenablerrect@hpcl.co.in</b> Candidates may please also note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary.
<b>Q.8</b>	<b>Is there any specific file format in which I can upload my CV?</b>
	CV should be in doc / docx file format with maximum file size of 200 kb.
<b>Q.9</b>	<b>I belong to the reserved category. Am I required to attach the Certificate at the time of applying online?</b>
<b>Ans:</b>	You are <b>not required</b> to attach any Caste/Category certificate at the time of applying online.

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	<p>However, please ensure that you possess the requisite certificate as prescribed for appointment to posts under Govt. of India. Please visit our website <a href="http://www.hindustanpetroleum.com">www.hindustanpetroleum.com</a> for the exact formats for Caste / Community / Disability Certificates pertaining to SC/ST/OBC-NC/PWD. <b>You are required to produce the same at the time of Interview.</b></p> <p>In any case, it may please be noted that the onus of providing correct information w.r.t. Caste/community rests entirely with the candidates. Please note that at any stage of the recruitment process, it is found that the information/documents furnished by you is false/incorrect, your candidature will be cancelled.</p>
<b>Q.10</b>	<b>While filling online application I have made an error. How do I rectify it?</b>
<b>Ans:</b>	<p>Please note that application process for all the positions through online application. There is no manual intervention for editing application forms under any circumstances.</p> <p>You may reapply using different email id.</p>
<b>Q.11</b>	<b>If I am not able to take print out of my application after filling the online application, can I take it at a later stage? Will I be able to view my application after submitting the same online? Can I make changes in the online application?</b>
<b>Ans:</b>	<p><b>Yes.</b> You can retrieve your application and take a print out later and also view your application, with your unique application ID number generated after successful submission of your application online and GATE registration number.</p> <p><b>You will not be able to make any changes in the application once submitted. Hence, please go through all the instructions carefully before filling the application and confirm your details before final submission.</b></p>
<b>Q.12</b>	<b>I have completed online application procedure. What is next?</b>
<b>Ans:</b>	After completion of online application there will be a written Test. Details of the same will be notified shortly on our website.
<b>Q.13</b>	<b>I am applying for position in Salary grade B / C (Refinery Engineer / Dy. Manager Medical services). If selected for appointment in HPCL, will I Be eligible for any joining allowance??</b>
<b>Ans:</b>	Candidates joining the corporation in salary grade other than "A" are entitled for joining / Settling allowance in line with corporation's policy.
<b>Q.14</b>	<b>I meet the eligibility criteria for advertised position, however I am currently in final semester of my qualifying degree. Can I apply??</b>
<b>Ans</b>	No. Candidate should fulfil the eligibility criteria for advertised position in all respect at the time of application.
<b>Q.15</b>	<b>I have bachelor degree in engineering but I do not possess diploma in industrial safety, Am I eligible to apply??</b>
<b>Ans.</b>	No. It is mandatory to have prescribed qualification in line with the advertisement.
<b>Q.16</b>	<b>Is it mandatory to possess adequate knowledge of Tamil / Hindi Language for the post of Safety Officer??</b>
<b>Ans.</b>	As per Factory Rules of State of Tamil Nadu / Uttar Pradesh candidate is required to possess adequate knowledge of the language spoken by majority of the workers in the region in which the factory is situated.

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	It is also mentioned in our advertisement that the initial posting for the position of safety officer are in the State of Tamil Nadu / Uttar Pradesh, therefore, candidate are required to possess adequate knowledge of Tamil to be eligible to apply for the subject position.
<b>Q.17</b>	<b>I have completed my PhD after completing M.Tech as per requirements of the position. Will I get 2 years relaxation in work experience?</b>
<b>Ans.</b>	Yes. Candidate having PhD with MTech qualification will be given 2 years relaxation in Work Experience. However Candidate having PhD after MSc. Or BTech will not be given any relaxation in work experience.
<b>Q.18</b>	<b>I belong to general category and I have requisite qualification as per your advertisement for General service assistant / Jr. Administrative Assistant. I do not have any physical disability. Can I apply??</b>
<b>Ans</b>	No. The position of General Service assistant / Junior Administrative assistant are reserved only for PWD candiates having Visual or Hearing handicap.
<b>Q.19</b>	<b>I am currently in final year. Can I apply??</b>
<b>Ans.</b>	No. Candidates who have completed the qualifying examinations are only eligible to apply.
<b>Q.20</b>	<b>I would like to apply for the position of Assistant Accounts officer. I have a bachelor's degree but I do not possess Inter CA qualification. Is it mandatory to have both the qualification? Can I apply?</b>
<b>Ans.</b>	Yes it is mandatory to have bachelor's degree and inter CA qualification to be eligible to apply for Assistant Accounts officer position. You are not eligible to apply for the position.
<b>Q.21</b>	<b>I am not an Indian citizen. Can I apply?</b>
<b>Ans.</b>	Only Indian citizens are eligible to apply.

For more details kindly refer our detailed advertisement.